DCCUMENT RESUME

ED 050 111 TE 002 406

AUTHOR Tacey, William S.
TITLE Resources and Materials Available to the High School Teacher of Parliamentary Procedure.
PUB DATE Dec 70
NOTE 6p.; Paper presented at the Annual Meeting of the Speech Communication Association (56th, New Orleans, Louisiana, December 1970)

EDRS PRICE EDRS Price MF-$0.65 HC-$3.29
DESCRIPTORS Bibliographies, *High School Curriculum, Instructional Aids, *Law Instruction, *Speech Education
IDENTIFIERS Parliamentary Procedure

ABSTRACT

Source books, textbooks, manuals, articles, and films, which are considered to be useful in a high school course on parliamentary procedure, are discussed briefly. In addition, a parliamentary procedure bibliography, containing 21 publications, is given. (DB)

ED050111

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

"RESOURCES AND MATERIALS AVAILABLE TO THE HIGH SCHOOL TEACHER OF PARLIAMENTARY PROCEDURE"

William S. Tacey

University of Pittsburgh

Robert's Rules of Order, Newly Revised is the acknowledged bellwether of all of the scores of manuals available in teaching parliamentary procedures. Even the most unknowing member of a high school class has usually heard of Robert's Rules. Yet only the most dedicated parliamentarian has read it, and only the ablest of high school students can be motivated to read and understand it. As a source book it is invaluable.

Some of us, especially if we servedas co-author or critical readers of the manuscript, had hoped that the "Newly Revised" would be greatly simplified. Unfortunately, much of the original 19th century language has been retained. The organization of materials has been improved, so that a student may cover each of several main ideas without turning to several references in various parts of the book. A center section with buff-colored pages makes reference to invaluable charts and diagrams much easier.

Alice Sturgis' Standard Code of Parliamentary Procedure, 2nd ed., is another source book for the teacher's use. Its primary value is that Mrs. Sturgis in its preparation has drawn heavily upon court decisions involving matters of parliamentary procedure. Her list of lawyers and judges who serve as advisors is a formidable and impressive one. A study of her manual impresses one with the need of following the rules of one's organizations because courts have a habit of insisting that constitutions and bylaws be stringently observed whenever doubt arises.

George Demeter's Blue Book edition Manual of Parliamentary Law and Procedure belongs in every teacher's library as a third reference work.

A U.S. congressman or senator will gladly provide a free copy of Jefferson's Manual together with current rules of the House of Representatives and Senate. Since Jefferson's rules for the U.S. Senate serve as the basis for numerous practices that are followed today, it is more than a historical curiosity, and is useful for reference.

For use as a student textbook simpler manuals exist. J. Jeffrey Auer's Essentials of Parliamentary Procedure, 3rd ed., is compatible with Robert's and contains but sixty pages. Alice Sturgis' Learning Parliamentary Procedure has much merit. A paperback text, entitled simply Parliamentary Procedure, by Hugo Hellman is succinct and usable. Modern Parliamentary Practice, 2nd ed., by Wayne Hoogestrast and Donald Sikkink, and Meeting Management by Henry L. Ewbank, Jr., might find

FE 002 404

much favor in high school classes. Numerous organizations, especially labor unions, have prepared simplified manuals which are often available free of charge from members or from headquarters. In most cases these manuals parallel Robert but use simpler language and give far less detail. Auer, Hellman, Hoogestrast, Sikkink, and Ewbank are all members of our Speech Communication Association.

Each teacher can readily collect copies of constitutions and by-laws which can prove of great value, sometimes in discovering what not to do in writing basic rules for organizations.

Students can be encouraged to make similar collections. Most high school boys and girls belong to at least one organization and can get copies of their governing rules. Their parents can provide copies of church or social club rules, as well as those of service clubs, corporations, labor unions, etc.

All such basic governing rules are of invaluable help to those who are attempting to learn how members of voluntary groups govern themselves. A perusal of many of them reveal the thinking of the organization's members. Such phrases as "white Caucasion males" or "without regard to sex, age, race, or national origin" speak for themselves.

Complicated rules which have been repeatedly amended can help one learn why basic rules need to be written simply so as to be adaptable when new contingencies arise or social mores change. From actual examples students can learn much about how to write bylaws or how to amend those of their own organizations.

Most authors who write about parliamentary procedure for periodicals write in a style which is highly suitable for high school classes. The Reader's Guide and Education Index list some articles. The American Institute of Parliamentarians' Parliamentary Journal and the National Association of Parliamentarians' National Parliamentarian, though not covered by either index, contain many helpful articles.

As an example, Greff Phifer's article in the October 1970 Parliamentary Journal is entitled "Texts, Manuals, Films--Aids for the Teacher." Most issues carry a section devoted to questions about matters parliamentary and detailed opinions in answer to them.

The AIP's periodic examinations are quite suitable for advanced students, and the regulations for administering them can be readily followed. Information and directions can be obtained from the executive secretary whose name and address appears in the attached bibliography.

Law libraries are repositories for court decisions involving parliamentary procedure. Sturgis' Standard Code gives many references. Bosmajian's Readings in Parliamentary Procedure gives in capsule form several court decisions which would be highly useful for high school class discussions. A principal value in studying them is to emphasize that the rules which we make for governing ourselves in voluntary organizations have the weight of the law behind them. Only when we make rules in disagreement with state or national law may we find a court requiring us to change them.

A prolific source for cases to be studied is the newspaper or news magazine. Labor union and church disputes frequently make the headlines. The recent election of the United Mine Workers has received national recognition and would make an excellent case study on the conduct of union elections. The need for absolute honesty and openness on the part of officers can be emphasized in our classes, using the UMW case for emphasis.

In recent years cases involving Presbyterian and Episcopalian churches have been widely publicized. Some have had to do with the ownership of church property, others with the conduct of national meetings and elections. They have been well covered in both religious and secular journals, and articles are available in most libraries.

Among the films useful for teaching parliamentary procedure are those produced by McGraw-Hill, Coronet, Encyclopedia Britanica, and National Film Board of Canada. Schools with videotape recorders can profitably make their own visual aids, revising them regularly to correct errors and to adapt to changed needs and interests. Some teachers and practicing parliamentarians have made effective use of such aids as flannel boards and charts with flashing lights to help drill on such points as procedence of motions.

Whatever the methods used in teaching parliamentary procedure we must be aware of the need to go beyond the mere memorization of rules. We ought to help students to learn something of the philosophy behind them which has enabled the members of voluntary organizations to conduct their business in a democratic manner. By so doing we have developed a code which provides government by rule instead of by man, a concept which all teachers and students should keep prominently in mind; it is the very foundation upon which all law in American should rest.

PARLIAMENTARY PROCEDURE BIBLIOGRAPHY

1. Auer, J. Jeffrey, ESSENTIALS OF PARLIAMENTARY PROCEDURE, (3rd ed.), (New York), Appleton-Century-Crofts, Inc., 1959, paper 55 pp.

2. Auger, B. Y. HOW TO RUN MORE EFFECTIVE BUSINESS MEETINGS, (New York), Grosset & Dunlap, 1964, 157 pp.

3. Bosmajian, Haig A. READINGS IN PARLIAMENTARY PROCEDURE, (New York), Harper & Row, 1968, 264 pp.

   A series of readings by authors and practitioners from Thomas Jefferson to modern day professors and scholars. A valuable section is devoted to court decisions related to freedom of assembly and parliamentary procedure.

4. Crusan, Rose Marie. PRACTICAL PARLIAMENTARY PROCEDURE, (Bloomington, Ill.), McKnight & McKnight, 1947, 202 pp.

   A special feature of this book is advice on forming a new club, incorporating it, and how to run a convention.

5. Davidson, Henry A. HANDBOOK OF PARLIAMENTARY PROCEDURE, (2nd ed.), (New York), The Ronald Press Co., 1968, 300 pp.

   Extensive discussion on such items as privileges, committees, how not to get pushed around, handling hecklers, and budget.

6. Demeter, Geo. MANUAL OF PARLIAMENTARY LAW AND PROCEDURE, (Blue Bk. ed.), (Boston), Little, Brown and Co., 1969, 374 pp.

   The ideas for the manual although suitable for any deliberative body, grew out of Mr. Demeter's experience as a state legislator. His chapter, "Public Courtesies and Ceremonies" could be useful in a high school or college class.

7. Donahue, Harold W. HOW TO MANAGE YOUR MEETING, (With PARLIAMENTARY PROCEDURE by Grant Henderson), (Indianapolis), Drake House Pub., 1955, 297 pp.

   A Canadian businessman, Donahue gives instructions in clear, terse language how to manage the ins and outs of meetings, all the way from choosing a chairman for a public meeting to doing last minute chores, e.g., writing thank you notes. Thirty-seven questions and answers are a useful adjumet to the 45 pages on parliamentary procedure.

8. Gray, John W., and Rea, Richard G. PARLIAMENTARY PROCEDURE: A PROGRAMED INTRODUCTION, (Chicago), Scott, Foresman & Co., 1963, paper, 117 pp.

   The plan of this book makes it ideal for the person who wishes to use it for self study. He may check his own learning as he progresses much as he would with a teaching machine.

9. Grumme, Marguerite. BASIC PRINCIPLES OF PARLIAMENTARY LAW AND PROTOCOL, (2nd ed.), M. Grumme, 3830 Humphrey St., St. Louis 18, 1955, 65 pp.

A tiny pocket manual. This book is unique in that it contains a Basic Convention Agenda and a special section on Protocol, outlining correct procedures and courtesies for the meeting, the officers, and members.

10. Hellman, Hugo. PARLIAMENTARY PROCEDURE.

11. Heffron, Pearl Marie. PARLIAMENTARY PROCEDURE HANDBOOK, (Minneapolis), T. S. Denison & Co., Inc., 1968.

A simply written book which might be useful as a high school text.

12. Jones, Garfield O. SENIOR MANUAL FOR GROUP LEADERSHIP, (New York), Appleton-Century-Crofts, Inc., 1932, 124 pp.

The Jones manual is particularly easy to use because of a split page-center index arrangement which permits instant reference to any question of procedure.

13. O'Brien, Joseph F. PARLIAMENTARY LAW FOR THE LAYMAN, (New York), Harper & Bros, Pub., 1952, 248 pp.

Now regretfully out of print. O'Brien's manual's chief strength lies in its advice in how to use strategy in meetings.

14. Robert, General Henry M. PARLIAMENTARY LAW, (New York), Appleton-Century-Crofts, Inc., 1951, 588 pp.

For a serious student of parliamentary procedure this work is invaluable because of its attempt to answer 387 questions which had been posed to General Robert.

_____. RULES OF ORDER, NEWLY REVISED, Scott, Foresman & Co., (Chicago), 1969, 594 pp.

Published in 1876 the Robert manual has often been copied but never excelled. It is the most often used authority despite its sometimes ambiguous language.

15. Shyrock, Rheva Ott. PARLIAMENTARY PROCEDURE MADE EASY, (New London, Conn.), Arthur C. Croft Pub., 15 pp.

Split pages for quick reference. Based on Robert's Rules.

16. Stevenson, Fred G. POCKET PRIMER OF PARLIAMENTARY PROCEDURE (4th ed.), (Boston), Houghton Mifflin Co., 50 pp.

Stevenson's manual is thumb indexed for convenience, and is written in simplified language.

17. Strauss, Bert & Frances. NEW WAYS TO BETTER MEETINGS (Rev.), (New York), The Viking Press, 1964, paper, 180 pp.

A book of practical suggestions on how to keep meetings member-centered, solve problems, conduct buzz sessions, role-play, and improve interpersonal communications.

18. Sturgis, Alice F. STANDARD CODE OF PARLIAMENTARY PROCEDURE (2nd ed.), (New York), 1966, 283 pp.

    Drawing liberally upon her nation-wide experience as a parliamentarian and her acquaintance with many prominent people Mrs. Sturgis has written a valuable, practical book. Its unique feature is the basing of rules upon court decisions.

19. Thomas, Mrs. Harry H. SIMPLIFIED PARLIAMENTARY PROCEDURE, (Washington), The Carrie Chapman Catt Memorial Fund, Inc., 1961, paper, 11 pp.

    A handy guide for club women to tuck into their purses or men into their shirt pockets. It is based on Robert's Rules.

20. Whitney, Byrl A. PARLIAMENTARY PROCEDURE, (New York), Van Rees Press, 1962, 267 pp.

    Text in this book is closely keyed to a chart of motions, enabling the user to locate quickly a discussion of the type of motion under consideration.

21. Wiksell, Wesley. HOW TO CONDUCT MEETINGS, (New York), Harper & Row, 1966, paper, 212 pp.

    Instructions for people who want to become more effective members of a group; directions to chairman, vice president, secretary, and treasurer.

JOURNALS

1. Parliamentary Journal, published quarterly by the American Institute of Parliamentarians. Mary F. Glancy, Executive Secretary, 345 S. Dearborn St., Chicago, Ill. 60603.

2. The National Parliamentarian, published quarterly by the National Association of Parliamentarians, Mrs. Emmette Wallace, P.O. Box 8, Bryan, Texas 77801.

PREPARED BY:

William S. Tacey
Certified Professional Parliamentarian
University of Pittsburgh
Pittsburgh, Pa. 15213

Telephone 412-621-3500 Ext. 373

"PERMISSION TO REPRODUCE THIS COPYRIGHTED MATERIAL HAS BEEN GRANTED BY William S. Tacey

TO ERIC AND ORGANIZATIONS OPERATING UNDER AGREEMENTS WITH THE U.S. OFFICE OF EDUCATION. FURTHER REPRODUCTION OUTSIDE THE ERIC SYSTEM REQUIRES PERMISSION OF THE COPYRIGHT OWNER."